

**Community Action Partnership for Dutchess County, Inc.**

**Board of Directors Meeting**

**April 18, 2024**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Joshua Stratton, Dennis Conn, Paul Daubman Sr., and John Penney.

**Excused:**  Dr. David Scott, Kathleen Vacca, and Dylan Miyoshi

**Quorum Present**: Yes

**Agency Staff:** Elizabeth C. Spira

**Guest:** None

**Meeting called to order:** Charlene Smart, President, called the meeting to order at 3:35 pm.

**Roll Call:** Elizabeth C. Spira conducted the roll call.

**March Minutes:** The March minutes were distributed by e-mail prior to the meeting.

Joshua Stratton made the motion to accept the March minutes. John Penney seconded the motion. All were in favor and the motion carried.

**CFO Financial Report: Dennis Conn**

The Financial Report was emailed to all board members prior to the meeting. There were no objections to the Financial Report.

**Finance Committee Report**

**Finance Committee Members: Charlene Smart, Joshua Stratton,**

**Dennis Conn, Elizabeth Spira, and Teresa Paino April 16, 2024**

**Funding Reductions/Increases/Impact**

**Regular Business**

* The audit of 2023 is the third year of the three-year contract with EFPR Group. The contract can be extended for two more years. Does the board wish to extend the current contract? We would need a board vote to request an extension.
* Submitted a request for budget modifications to Dutchess County for the 2023-

2024 HEAP, AHEHP, HER and CAP contracts.

* Submitted CSBG Fiscal and Program Quarterly Attestation Form/MWBE Quarterly Report for Jan-Mar 2024.
* Submitted Miles of Hope, Premier Cares and Vonder Linden Quarterly Report for

Jan-Mar 2024.

* Spent time working with new Family Resource Director.
* Scheduled webinar with a company that can provide access to electronic purchase orders.
* Working with fiscal staff to expand paperless capabilities.
* Provided insurance company with renewal info for liability policy.
* Working with IT vendor to consolidate IT inventory lists.
* Created new MWBE list from NYS Certified Directory.
* Sent out general liability certificates to all funders and provided updated

automobile insurance cards for all vehicles.

**Motion to** **extend the contract for the EFPR Group for 2 more years:** Charlene Smart made the motion to extend the contract for the EFPR Group for 2 more years. Joshua Stratton seconded the motion. All were in favor and the motion carried.

**Motion to approve the Finance Report:**  Charlene Smart made the motion to approve the Finance Report. Joshua Stratton seconded the motion. All were in favor and the motion carried.

**President’s Report: Charlene Smart**

Charlene notified the Board that the annual CEO appraisal forms and job description will be mailed out with a return envelope. Asking the members to complete and return asap. The evaluation will be discussed at the June meeting.

**CEO Report: Elizabeth Spira**

**DOS OCS – Department of State, Office of Community Service**

* CSBG APR - Contract analyst conducted virtual review of APR (annual program report) with CEO. March with contract analyst to review data.
* ACROS – selected as one of a few organizations to submit ACROS documents using SharePoint

**PROGRAM updates**

***Family Development – Case Management and Emergency Resources***

* HEAP applications completed to date:
* 2nd Emergency HEAP benefit, closing extended to Apr. 12th.
* Emergency Fuel Depot – 115 pickups to date
* Financial assistance -

***CASH/EITC –***

**CASH Coalition AARP Foundation Tax-Aide Program**

***Dress for Success –***

* SUNY New Paltz SOTG - March 7th

***WEATHERIZATION***

* Basic Contract - 8 units in progress, some are mobile homes requiring extensive work.

End of Feb. production goal is 42. End of contract (June 30, 2024) production is 70.

* BIL (Bi-partisan Infrastructure Law) contract 7 jobs completed, contract goal 97.
* Heritage Point – Staatsburg, 82 units, approved building, waiting for audit to be completed.
* Meadow Ridge Family – Wappingers Falls, 54 units, sent to HCR for approval.
* Meadow Ridge II – 52 units, paperwork for approval is in process and will be sent to HCR for approval.

***NEHI – Fee for Service Entity***

* Empower – 22 active
* HERR – 62 Total, 46 completed, 10 out for bid, 3 awarded and 3 denied.

***Other***

**Motion to approve the CEO report:** Joshua Stratton made the motion to approve the CEO report. John Penney seconded the motion. All were in favor and the motion carried.

**New Business:** None

**Old Business:** None

**Motion to adjourn:** Joshua Stratton made the motion to adjourn at 4:10 pm. John Penney seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** May 16, 2024

**Location**: Online Zoom meeting

**Time:**  3:30pm